

# NEWLY COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD  
AIR NATIONAL GUARD BASE**

109<sup>th</sup> Airlift Wing  
Stratton Air National Guard Base  
Scotia, NY 12302-9752

**ANNOUNCEMENT #:** 13-07**DATE** 18 Jun 2013**CLOSING  
DATE:** **OPEN UNTIL FILLED****UNIT:** 139<sup>th</sup> Aeromedical Evacuation Squadron  
Stratton ANGB Scotia, NY 12302-9752**AFSC:** 41A1 (Entry Level)**MAX AVAILABLE GRADE:** Major**AREA OF CONSIDERATION:** Nationwide  
All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG.**POSITION TITLE:** Health Services Administrator

## SPECIALTY SUMMARY

(as outlined in AFI 36-2101 and the AF Officer Classification Guide)

Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies. Related DoD Occupational Group: 260900.

## QUALIFICATIONS AND SELECTION FACTORS:

**MINIMUM QUALIFICATIONS:** Applicant must be less than 47 years of age at time of initial appointment and must satisfactorily complete an appointment physical.

**MANDATORY SCHOOL:** Upon selection, candidate(s) **must** be available to attend Commissioned Officer Training at Maxwell AFB, AL.

## DUTIES AND RESPONSIBILITIES:

- Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aero medical evacuation of patients, medical facilities repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel
- Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.
- Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops Financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

**EDUCATION:**

For entry into this specialty, one of the following is mandatory: A graduate degree in health care administration, public administration, business administration, business management, information systems management, finance, accounting, statistics, marketing, economics, or other business-related equivalent. An undergraduate academic major in accounting, business administration, business management, computer science, information systems, economics, finance, health care administration, marketing, public administration, clinical or health systems engineering, operations research, or other business-related equivalent. **Closely-related degrees:** Applicants may apply with either a business-related degree appropriate to a healthcare environment or closely related to a healthcare/medical administration degree; however, in order for the degree to qualify, the applicant must have successfully completed six (6) of the following ten (10) courses: finance, accounting, statistical analysis, marketing, leadership, business management, health care administration, research and analysis, emergency management, or information management.

**OTHER QUALIFICATIONS:**

Applicant(s) must be within Air Force height and weight standards at time of interview and must pass an Air Force Commissioning Physical. For entry into this specialty, physical qualification for flying duty according to AFI 48-123, *Medical Examinations and Standards*, Class III medical standards, is mandatory.

**TRAINING:**

For award of AFSC 41A3, completion of the basic health services administration course is mandatory.

Maxwell AFB, Montgomery, AL 23 days

Maxwell AFB, Montgomery, AL 13 days

Fort Sam Houston, San Antonio TX 20 days

**EXPERIENCE:** Experience. For award of AFSC 41A3, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aero medical evacuation), and must have the approval of their unit's senior ranking MSC

**OSIB:**

All qualified Candidates will be notified of a time and date to meet an Officer Screening and Interview Board (OSIB).

**APPLICATION PROCEDURES:**

For **New Commissioning**: Applicants will prepare and forward one copy of the AF Form 24 (Application of Appointment as Reserve of the Air Force or USAF Without Component); Resume; Current Official College Transcripts; Current Copy of State Medical License, Professional Test Scores (GRE or GMAT within last 5 years), Current Records Review (RIP) (if a military member); Record of Separation/Discharge from the US Armed Forces (if applicable). Medical Prescreen form is mandatory.

**Application must be received no later than the closing date of this vacancy announcement.**

**Incomplete applications will not be considered.**

**MAIL APPLICATION TO:**

109<sup>TH</sup> FSS/FSMPS

1 Air National Guard Road

Scotia, NY 12302-9752

**ATTN: MSgt Heather R. Peabody**

Please call MSgt Peabody at 518-344-2436 or email [heather.peabody@ang.af.mil](mailto:heather.peabody@ang.af.mil) with questions.

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